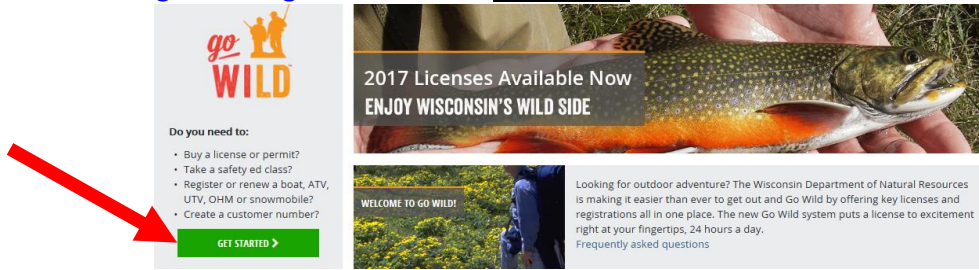


# HOW TO: Submit an Otter Application on Go Wild

## STEP 1: Log in to your existing Go Wild account

- Visit the website [gowild.wi.gov](http://gowild.wi.gov). Click on the Get Started button.



- Access or Create your Account** - Search for your existing customer record using one of the four options shown below. Or, if you have never done business with the Wisconsin DNR before and need to create a new DNR customer number, click Create New Account.

Search by Customer Number

Search by Social Security Number

Search by Driver's License Number

Search by Visa / Passport Number

OR

**New to the Wisconsin DNR?** If you've never done business with the DNR before, you'll need to create an account. This will generate your DNR customer ID number, which will appear above your name when you go to your homepage.

Create New Account

- Welcome Back!** Your account has been found. Enter your driver license (optional). If you do not wish to enter your driver license, leave the DL state and DL number blank. Select Next when finished.

Welcome Back, CUSTOMER!

Social Security Number

\*\*\*.\*\*-\*\*\*\*

Driver's License Issuing State

Select

Driver's License ID

Cancel Next

- Preferences and Residency.** Answer both questions and select Next.

Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: *Required*

☐ Include my name/business ☐ Don't include my name/business


Residency *Required*

Are you a Resident of the State of Wisconsin?

☐ RESIDENT ☐ NON-RESIDENT

To qualify for a WI Resident pricing online, you must provide a valid WI driver's license. If you do not have a valid WI driver's license, you may continue as a non-Resident or you can visit an agent location to provide proof of residency.

Cancel Next

- Review Summary.** Check your personal information (address, phone, email, etc) for accuracy. If changes need to be made, select the  **Edit** icon. Once everything is confirmed correct, select the **Yes** button at the bottom.

Review Summary


Personal Information

CUSTOMER TEST  
123 FAKE ST  
ANYTOWN, WI 55555  
UNITED STATES  
(123) 456-7890

Social Security Number  
\*\*\*.\*\*-\*\*\*\*

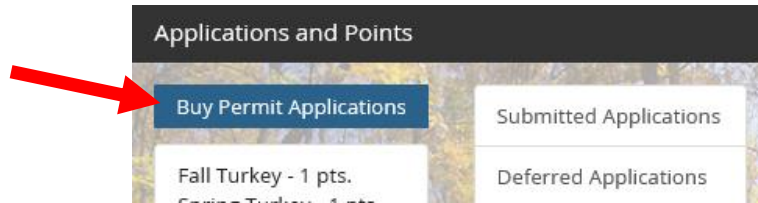
Date of Birth  
02/06/1975

Visa / Passport Number  
Issuing Country

 Edit

## STEP 2: Select your application

- **Customer Homepage.** Locate the Applications and Points section and select **Buy Permit Applications**



- **Product Catalog.** Select the **Otter Application** from the Product List.

Products		
Product Name	Description	Price
2016 Otter Application	Aug 1 deadline for the Otter permit drawing. ...	\$3.00

- **Otter Application choices.** Choose to apply for a Preference Point only or Harvest Permit. If you choose preference point only, you will be directed to the shopping cart immediately. If you select Harvest Permit, additional information will be required on the next screen. Select Add to Cart.

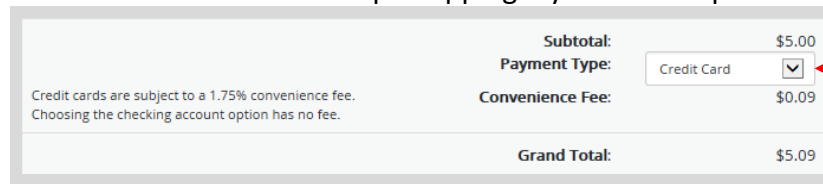
The screenshot shows the '2016 Otter Application' form. It includes a title, a paragraph about the Aug 1 deadline, and instructions for applying for a Harvest Permit or Preference Point Only. The price is listed as \$3.00. Below the price, there is a section titled 'Please choose one: Required' with two radio buttons: 'Preference Point Only' and 'Harvest Permit'. A red arrow points to the 'Harvest Permit' radio button. At the bottom, there are 'Cancel' and 'Add To Cart' buttons.

- **Otter Harvest Zones** - The next screen will only show if you selected Harvest Permit from the previous screen. Select the Management Zone/Unit you wish to apply for. Use the Map link if necessary. Select Add to cart when finished.

The screenshot shows the '2016 Otter Application' form, specifically the 'Harvest Permit Application' section. It includes a title, a link to 'Zone and Time Period Choice(s)', and a paragraph about selecting the specific zone and time period combination(s). Below this, there is a section titled '1st Choice:' with two dropdown menus: 'Management Zone/Unit Required' (set to 'North Zone') and 'Time Period Required' (set to '2016 Otter Season'). A red arrow points to the 'MAP' link, and another red arrow points to the 'North Zone' dropdown menu. At the bottom, there is an 'Add To Cart' button.

### STEP 3: Make payment and print your receipt/license

- **Shopping Cart.** Confirm your purchase is correct. Select your **Payment Type** (Credit Card or Checking Account) and select **Checkout**. Or select Keep Shopping if you need to purchase more.

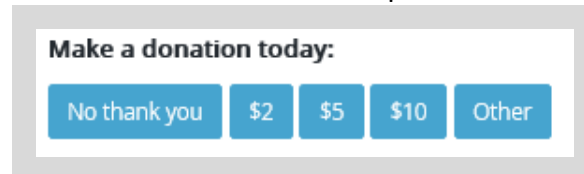


Subtotal: \$5.00  
Payment Type: Credit Card  
Convenience Fee: \$0.09  
Grand Total: \$5.09

Credit cards are subject to a 1.75% convenience fee.  
Choosing the checking account option has no fee.

A red arrow points to the 'Credit Card' dropdown menu.

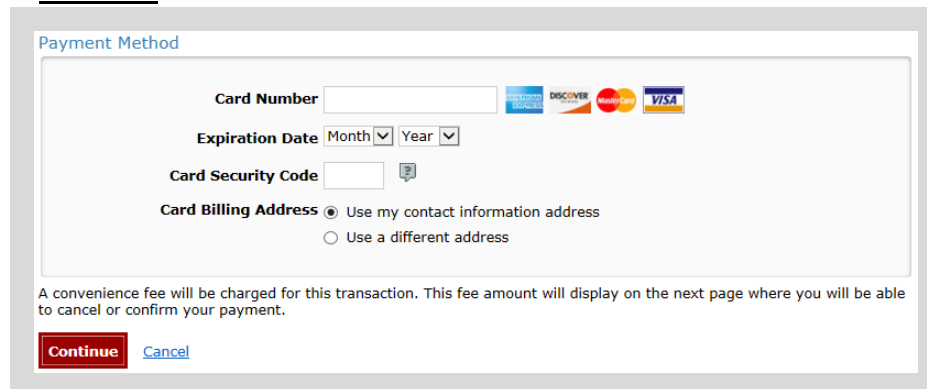
- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.







**Make a donation today:**

No thank you \$2 \$5 \$10 Other


- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 1.75% will be added to your total when a credit card is used. Select **Make Payment** when ready.
- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Select the red **Continue** button when finished.



Payment Method

Card Number     

Expiration Date Month  Year

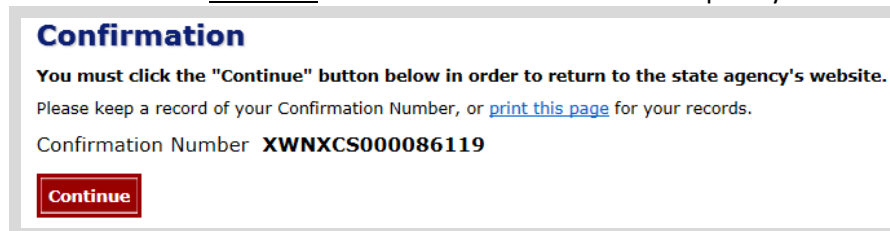
Card Security Code  

Card Billing Address ☒ Use my contact information address  
☐ Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

**Continue** [Cancel](#)

- **Review Payment.** The last step before the license purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select **Confirm** when finished.
- **Confirmation.** Your purchase is final, but you are not done yet! Copy down the confirmation number or print the screen. Then select the red **Continue** button to return to GoWild and print your license documents.




**Confirmation**

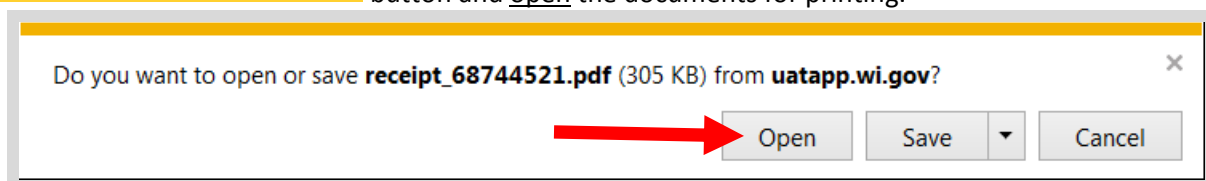
**You must click the "Continue" button below in order to return to the state agency's website.**

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XWNXCS000086119**

**Continue**

- **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the **Receipt and License Documents**  button and open the documents for printing.



Do you want to open or save **receipt\_68744521.pdf** (305 KB) from **uatapp.wi.gov**?

**Open** **Save** **Cancel**

A red arrow points to the 'Open' button.